

UNITED STATES DEPARTMENT OF AGRICULTURE

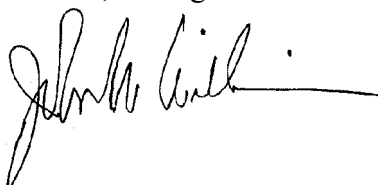
Farm Service Agency
Washington, DC 20250

Notice FI-2393

For: FSA Offices

Preparing Travel Documents for End of FY 1999 and Beginning of FY 2000

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 1999 ends** COB Thursday, September 30, 1999, and **FY 2000 begins** Friday, October 1, 1999.

This notice does not address SSB FY 2000 travel. Instructions will be provided in a separate notice.

This notice does not address FAS travel. FAS employees will refer to the FAS "FY 1999 Financial Accounting System Coding Manual" and year-end procedures provided to FAS staff by FMD, International Accounting and Export Programs Branch.

B

Purpose

This notice provides:

- instructions on preparing travel documents for travel:
 - before October 1, 1999, for FY 1999
 - after September 30, 1999, for FY 2000
- guidance on charging travel expenses to the correct travel period. See Exhibit 1.

Disposal Date

October 1, 2000

Distribution

All FSA Offices; State Offices relay to County Offices with Farm Loan Teams

2 Travel Authorizations

A

NFC Travel Document Processing Dates

Electronic transmission or hard copy travel documents must be received by NFC by 5 p.m. c.t., Friday, October 1, 1999, to be included in NFC's September travel document processing.

B

FSA's Budget and Travel Authorization

FSA does not have a budget signed by the President at this time. If a full year budget is not signed by the President and a continuing resolution is signed by the President, travel may be authorized only for the period of the continuing resolution.

During any resolution period in effect, all official travel must be authorized on a "Type C" basis until a final budget for USDA is passed.

Contact BUD for information on FSA's budget and any continuing resolutions.

C

OnLine Travel System (OTS)

Travel documents may be created electronically in OTS for FY 2000 before October 1, 1999. According to NFC, FY 2000 AD-202's may be created in OTS, placed in "Hold" status by pressing "F9", and printed. **Once FSA has a budget signed by the President, or a continuing resolution signed by the President,** the hardcopy travel document may be signed by the approving official. The documents may then be selected and placed on "Pending" status by pressing "Enter" on every page of the document. Once the document is in the "Pending" status, the document may be released for NFC processing.

D

Format

On **travel documents** submitted to NFC for processing, **do not** dashes or spaces in:

- travel authorization number
 - originating office number (OON)
 - accounting code.
-

E

Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number.** Assign the next AD-202 number.

Continued on the next page

2 Travel Authorizations (Continued)

F

FSA Travel Authorization Number

When preparing AD-202 for travel **after Thursday, September 30, 1999, FY 2000**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “0CSFAXXXXXXXX”, for a single trip and “0BSFAXXXXXXXX”, for “Type B” travel.

Example: 0CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY.	Use “9” for FY 1999 or “0” for FY 2000.
2nd	Type of travel authorization code.	Use “A”, “B”, “C”, “L”, or “N”.
3rd	Number of travelers.	Use “S” for single traveler.
4th and 5th	FSA code.	Use “FA”.
6th through 9th	Budget organization code.	All offices except Farm Loan Teams use “0” plus the first 3 digits of the budget organization code. Farm Loan Teams use “A” plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number.	Begin with “0001” and continue issuing numbers sequentially for the remainder of FY.

Example: The first AD-202 issued by the Connecticut Farm Loan Team would be “0CSFAA8090001”.

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2 Travel Authorizations (Continued)

G

Clarifying Types of Travel Authorizations

Only certain employees may use certain types of travel authorizations, as shown in the following table.

Type of Travel Authorization	Used By
Type A - Unlimited Open	The Administrator only .
Type B - Limited Open	STC, SED, DD's, Area Office Directors, compliance specialist, Farm Loan Teams, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County. Note: Type C, AD-202 is needed for travel that is outside geographic area, includes annual leave, or for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Type N - Nationwide	Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing. Note: Type C, AD-202 needed for travel that is outside geographic area, includes annual leave, or for training and conferences.

Blanket travel authorizations (Types A, B, N, and L) can be completed on an annual basis. However, during a period that a continuing resolution is in effect, all official travel must be authorized on a "Type C" basis until final appropriations are passed.

Examples of AD-202's are in the NFC Procedures Manual, Title II, Chapter 2, Section 1, Travel System, dated September 1997.

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3 Action

A Accounting Classification Code

The 11-digit accounting classification code format is described in the following table.

Digit	Description
1st and 2nd	Last 2 digits of FY.
3rd through 7th	5-digit budget organization code.
8th and 9th	2-digit subobject code. Note: Use codes 01 through 15, 17 through 24, and 50 through 99 according to 98-FI.
10th and 11th	2-digit project code number.

Example: (Illinois) 00017845100.

For listings of specific codes issued for each office, see 98-FI.

Note: Ensure that **98-FI (Rev. 5)** is used.

B Preparing AD-202 for FY Travel

The following table describes AD-202 actions.

Step	Action
1	Prepare AD-202 for: <ul style="list-style-type: none">FY 1999 travel, include all costs associated with the travel before October 1, 1999FY 2000 travel, include all costs associated with the travel after September 30, 1999.
2	Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used.

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3 Action (Continued)

C

Preparing AD-616 for FY Travel

The following table describes AD-616 actions.

Step	Action
1	Prepare separate AD-616's for: <ul style="list-style-type: none">FY 1999 travel before October 1, 1999FY 2000 travel after September 30, 1999.
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

D

Documentation Requirement

FSA travelers are **still** required to provide to the appropriate office in the following table:

- a copy of the **signed AD-202** and **signed AD-616** for all travel completed
- a copy of the **canceled AD-202**, if travel is canceled after AD-202 has been signed.

IF the traveler is in...	THEN send documentation to...
the National Office	FMD, FARB, NCRS ATTN: Shirley Glenn STOP 0581.
<ul style="list-style-type: none">Field Offices except APFOState OfficesKansas City and St. Louis Complexes	USDA, FSA, FAD ATTN: Marsha Stevens P.O. Box 419205 Kansas City, MO 64141.

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3 Action (Continued)

E

Repaying Travel Advances

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM became FSA employees' primary method of obtaining cash for travel expenses. Therefore, all employees **must** account for all travel advances received by them outside of the ATM program.

On AD-616, employees **must** show the total amount of the travel advance outstanding and apply that amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance to the NFC lockbox address:

USDA, FSA
Administrative Collections
P.O. Box 70792
Chicago, IL 60673.

Refer to Notices FI-2363 and FI-2380 for further information on the ATM program.

Submit AD-616's for payment within 5 workdays after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

F

Contacts

If there are questions about this notice, contact the appropriate office in the following table.

Issues	Office	Contact
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Marsha Stevens at 816-926-6288
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City and St. Louis Complexes	Wendy Collins at 816-926-3266
	State Offices	EDSO
	Farm Loan Teams	State Office

Charging Travel Expenses to Correct Travel Period

Travel Allowance	Travel Period Chargeable	Examples	
Rental Vehicle, Lodging, and Miscellaneous	Expense is chargeable to the travel period in which the expenses were incurred.	IF expense is incurred...	THEN charge to...
		before October 1, 1999	FY 1999.
		after September 30, 1999	FY 2000.
Local Transportation	Local transportation to and from the common carrier terminal and the local transportation expenses at the temporary duty station are chargeable to the travel period in which the expenses were incurred.	before October 1, 1999	FY 1999.
		after September 30, 1999	FY 2000.
Transportation by common carrier	In a continuous journey involving more than 1 segment of the trip, such as a round trip, the funds are obligated against the travel period in which the ticket was purchased, if the trip starts in the same travel period that the ticket was purchased.	Tickets purchased on September 18, 1999, for travel beginning September 22, 1999, and ending October 2, 1999, would be claimed on the travel voucher submitted for FY 1999.	
Transportation by common carrier when a segment of the trip is added or the return ticket cannot be used, and a new ticket must be purchased in the second travel period.	If, during an official trip that extends over 2 travel periods, a new ticket must be purchased during the second travel period the expenses are chargeable to the travel period in which the ticket was purchased.	Traveler purchased tickets on September 22, 1999, for travel from Washington, DC to Kansas City, Missouri, on September 30, 1999, and returning October 2, 1999. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 1999, and return that same day. The October 1, 1999, ticket would be claimed on the travel voucher submitted for FY 2000.	
Mileage by POV when the: <ul style="list-style-type: none"> • reimbursement is limited to constructive costs by common carrier • trip starts in 1 travel period and extends into another travel period • trip would be completed in the first travel period if common carrier had been used. 	Mileage is charged to the travel period in which the travel starts.	IF travel starts...	THEN charge the mileage to...
		before October 1, 1999	FY 1999.
		after September 30, 1999	FY 2000.